

READVERTISEMENT

***Please note update to second review date**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604**

VACANCY ANNOUNCEMENT

September 19, 2007

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TITLE:	Orientation & Mobility Specialist
POSITION NO:	13043
LOCATION:	Disability Services Division, Butte
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$32,484 - \$40,606 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. **This position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 24, 2007 (second review)**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment will be considered. To be eligible for a training assignment, an applicant must possess a Bachelor's degree in a human services related field and be willing to commit to obtaining a Master's degree in Orientation and Mobility. **Up to 100% of tuition assistance may be provided toward obtaining a Master's degree in Orientation and Mobility.**

SPECIAL INFORMATION: This position is open until filled. Application materials submitted by the deadline specified above will be eligible for first review.

Average travel of 1000 miles per month is typical. Travel is primarily provided by state vehicle. Infrequent overnight stays are necessary.

This position performs 75% of the work in a consumer's home or place of employment. This position must often deal with people who have a variety of physical or mental disabilities, in addition to vision loss. Bending, stooping, carrying, reaching, lifting, pushing are all required in this job. Occasional lifting and carrying of 40-50 pounds is common and frequent lifting and carrying of 5-10 pounds is necessary.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:

All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: The Orientation & Mobility (O&M) Specialist instructs and trains people who are blind, visually impaired, and/or have physical, mental, or emotional disabilities in the use of a variety of techniques and strategies which result in safe, efficient and independent travel in any environment, known or unknown. The O&M Specialist orients and familiarizes consumers to training sites, job sites, and other environments; provides public relations and consultation services to individuals and public and private organizations within the region; presents in-service workshops; conducts low vision assessments; recommends low vision aides and provides training in the use of those aides; and advises other team members of the consumers needs for training and adaptive equipment. This position covers four (4) major Montana communities and requires frequent travel. This position is part of the Butte Blind and Low Vision Services (BLVS) team.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of rehabilitation methods; procedures principles, techniques and practices of orientation and mobility for persons with visual disabilities; eye etiology, principles of low vision, psychological and physiological adjustment to disability; techniques of planning and organization; adaptive equipment for independent living, communication and employment purposes; and HIPAA principles.

Skills: Skill in the use of cane techniques, orientation techniques, dog guides, low vision aids, and electronic travel aids; verbal skills in communicating visual and spatial information to consumers whose understanding is rooted in or must be transformed to a haptic sense of environment; written communication; and evaluating and teaching skills for the use of low vision devices and aids.

Abilities: The ability to demonstrate basic principles of teaching orientation, mobility concepts, techniques and procedures; exercise professional judgment in evaluations and decision making; communicate verbally; maintain consumers' right to privacy and confidentiality; and establish and maintain effective working relationships within communities, public and private agencies and local team, as well as with clients, families and other professionals.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Orientation and Mobility for the Blind from a certified college or university **AND** one year job-related experience. **OR** a Master's degree in Orientation and Mobility. Three months experience as an orientation and mobility instructor is preferred. Must meet certification requirements through the Academy for Certification of Visual Rehabilitation and Education Professionals (ACVREP) for Certified Orientation Mobility Specialist. Other equivalent combinations of education and experience will be considered, including students in orientation and mobility program who need to complete an internship for their degree. (Please see training assignment under Special Information section for details.)

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena, MT 59604.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.